



DEPARTMENT OF THE ARMY
OFFICE OF THE SURGEON GENERAL
5109 LEESBURG PIKE
FALLS CHURCH, VA 22041-3258

REPLY TO
ATTENTION OF

DASG-HCZ

20 November 2004

SUBJECT: Processing Army Medical Department (AMEDD) Mobilization, TTAD, COTTAD, Retiree Recall, EAD, and CO-EAD Packet Requirement Checklists

1. The following AMEDD Reserve and National Guard Packet Requirement Checklists are effective per the date indicated.

a. **AMEDD Reserve and National Guard Mobilization and COTTAD Packet Requirements Checklist**.....Effective Date: 20 November 2004 (Supersedes all other versions)

b. **AMEDD Process and Requirements for Soldiers Requesting Extension of Current Mobilization Orders**....Effective Date: 20 November 2004 (Supersedes all other versions)

c. **Retiree Recall Mobilization Packet Requirements**.....Effective Date: 20 November 2004 (Supersedes all other versions)

d. **Voluntary Extended Active Duty Packet Requirements**Effective Date: 20 November 2004 (Supersedes all other versions)

e. **MOB/EXT/TTAD/COTTAD Document Checklist**Effective Date: 20 November 2004 (Supersedes all other versions)

2. The Reserve Augmentation and Mobilization Cell (RAMC) uses these checklists to review each application before submitting the packet for processing to DA. It is critical that packets be received at the RAMC at MEDCOM in the amount of days indicated on the specific packet requirements checklist. We cannot guarantee the action can be processed without proper lead time. Actions submitted after the required lead time will be processed and a new report date established by MEDCOM and DA.

3. These checklists are provided so you clearly understand the DA process requirements. Once completed, it must be submitted through your chain of command for verification, approval and support prior to submission to the RAMC for review.

4. Submission of a packet to MEDCOM and DA does not constitute approval. Soldiers are not to proceed till an order is received.

5. Questions concerning processing applications may be addressed to Quality Assurance, RAMC by calling commercial: (210) 221-7717, or DSN: 471-7717.

Encls

ROBERT F. TABARONI
COL, MS
Chief, Reserve Augmentation & Mobilization Cell